Official Request for World Friends KOICA Volunteer

1. Overview of Institution for Dispatch of KOICA Volunteer

Name of country		Name of institution	
Type of business	Public administration( ), Education(v), Agriculture/forestry/fisheries( ), Health( ), Industrial energy( )		
Profession	Korean language education		
Institution code			
Contact information	Address	Phone	Email	Fax

2. Background of Dispatching KOICA Volunteer

1) Purpose of establishing Institution (Please fill out the box briefly in two or three lines)

2) Form of dispatch : New( ), Successor( ) / Order of priority : Urgent( ), High( ), Medium( ), Low( )

3) Has the Institution received any benefit of ODA program/project? : Yes( ), No( )

*This question is to find out whether the Institution has received any benefit as a part of ODA program/project from donor country or multilateral organization.

   3)-1) If you answered YES to the question above, please fill out the following.
      ⓐ Name of donor country (or multilateral organization) of the program/project : ＿＿＿
      ⓑ Name of executing institution (or multilateral organization) of the program/project : ＿＿＿
      ⓒ The program/project (Name/Cost in US$/Period of support): ＿＿＿/＿＿＿/＿＿＿

4) Expected activities after dispatch of KOICA Volunteer

(Main activities of Korean Language Education Volunteer) Korean Language Education Volunteers are engaged in Korean language education of theories, application and practice including grammar, conversation, reading, speaking, etc. Their main activities are to ⓐprovide beginning, intermediate and advanced education course of Korean reading, speaking and writing, ⓑdevelop teaching materials of Korean culture, geography and history by using educational data. (Main activities of ** Institution) In case of ** Institution,

5) Case of cooperating with an institution other than KOICA for the last two years from the date of investigation
- Name of country (or multilateral organization) :
- Name of institution (or multilateral organization) :
- Number of dispatched personnel :
- Main research activities (Please write briefly) :

3. Job Description of KOICA Volunteer

*For dispatch of KOICA volunteer, Institution shall select contents of activity or education, and insert % in each column for the level of importance to be 100% in total. Description must be completed by consulting with KOICA staff or active KOICA volunteer.

Upper category	Subcategory	Level of importance (Total 100%)
A. Designing curriculum and syllabus	1) Deciding the level and assigning the class for learners	%
	2) Designing a curriculum of a semester	%
	3) Making evaluation form and carry out evaluation	%
	4) Supplementing and developing Korean language main/auxiliary textbook (Korean textbook, dictionary, voice data, etc. based on the local language)	%
B. Language functional teaching method	1) Teaching method for speaking	%
	2) Teaching method for writing	%
	3) Teaching method for listening	%
	4) Teaching method for reading	%
	5) Implementing language functional evaluation (including performance assessment)	%
C. Teaching methods in addition to language functional classes	1) Teaching method for grammar	%
	2) Teaching method for Korean alphabet	%
	3) Teaching method for TOPIK	%
	4) Business Korean education for finding job	%
	5) Teaching method for pronunciation	%
	6) Sino-Korean words education	%
	7) Educating local residents to be Korean-language teachers	%
D. Korean culture class	1) Class combining language and culture	%
	2) Class using Korean entertainment contents (TV shows, K-pop)	%
	3) Establishing a class by using newspaper, books	%
	4) Learning and experiencing food, traditional games, costume	%
	5) Literature (poetry, novel) class	%
E. Planning and operating events about Korean language and culture	1) Korean speaking contest	%
	2) Korean writing contest	%
	3) Korean cultural festival	%
	4) K-pop competition	%
F. Others (Write down the details when there is additional demand not included in the upper category)		

KOICA
한국국제협력단

WORLD FRIENDS KOREA

4. Required qualification for KOICA Volunteer

1) Sex : M( ), F( ), Any( ) / Choose one

2) Education : Meister or specialized high school( ), Specialized BA/BS( ), BA/BS( ), MA/MS( ), PhD( ) / Choose one

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<Introduction of Korean school system >
1) Meister or specialized high school : Similar to the Meister school system of Germany and Switzerland, students learn a variety of specialized fields such as automobile, machine, welding, computer, cooking, confectionery and bakery, child education, music education, textile, beauty treatment, etc. Students enter the school at 15, receive three years of technology-oriented education, and graduate at the age of 18.
2) Specialized bachelor's degree : After high school graduation, students receive two or three years of practical education in their specialized field.
3) Bachelor's, master's and doctor's programs are identical to the education system of the U.S.

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3) Work experience : More than 6 months( ), More than 1 year( ), More than 2 years( ), More than 3 years( ), More than 5 years( ), More than 10 years( ) / Choose one

4) Type of volunteer : KOICA Dream Volunteer( ), KOICA Volunteer( ), KOICA Senior Volunteer( ) / Choose one

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<Introduction of KOICA Volunteer >
KOICA Dream Volunteer : The youngest KOICA volunteers (average age is 19) consisted of Meister or specialized high school graduates to serve as teaching assistants for KOICA Volunteer and Senior Volunteer.
KOICA Volunteer : Junior expert under 49 years old with educational and career experiences in the field.
KOICA Senior Volunteer : Expert with more than 10 years of experience in the field.

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5) Required certification :

   Example) Nursing license

5. Activity Information

1) Language
- Language required for official activities including medical treatment, classes, etc. : _____
- Language required in daily life : _____

2) Information of Institution
*Information of Institution is an essential factor for KOICA Volunteer to make preparations in Korea for activities. Please note that the efficiency of volunteer activities will increase in proportion to the accuracy of information.

	Specifics	Availability *If available, insert the number in ( )	Condition *Check v on the applicable condition of each room
Current status of Institution	Language lab (Whether a facility is available for learner to study on his/her own)	( )	Good( ), Average( ), Poor( )
	Multimedia lab (Whether singing, drama class, internet connection is available)	( )	Good( ), Average( ), Poor( )
	Cultural experience lab including cookery	( )	Good( ), Average( ), Poor( )
	Display space for assignments of learners	( )	Good( ), Average( ), Poor( )
	Others (**Describe details for any field project of KOICA Volunteer**)		

3) Activity target

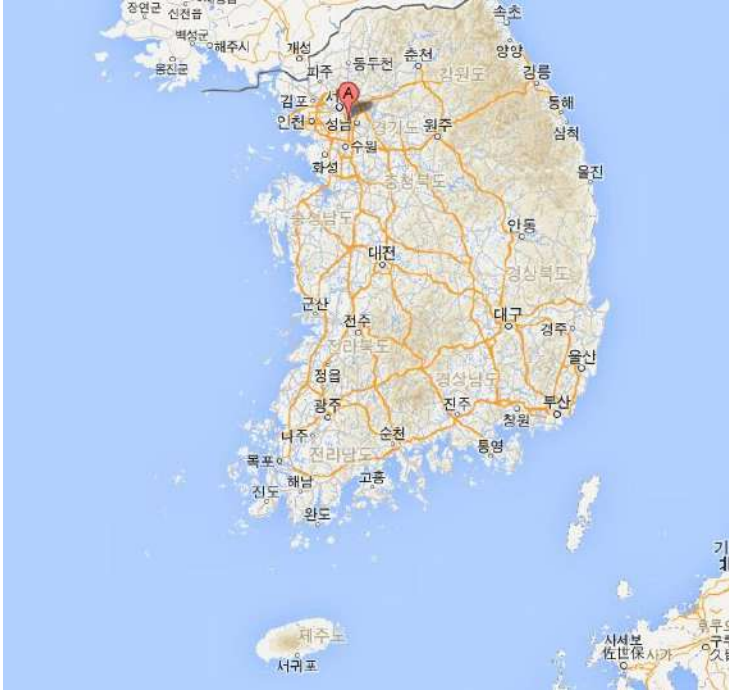| Activity target	Elementary school student( ), Middle school student( ), High school student( ), College student( ), Others( )
Number of students per each class	1~50( ), 51~100( ), 100~200( ), 200~300( ), More than 300( )
Time period of a semester	1 month( ), 2 months( ), 3 months( ), 4 months( ), 5 months( ), over 6 months( )
Weekly time arranged for Korean class	2 hours( ), 4 hours( ), 6 hours( ), 8 hours( ), over 10 hours( )
Availability of personnel	PhD-level instructor specializing in Korean language( ), MA-level instructor specializing in Korean language( ), BA-level instructor specializing in Korean language( ), Instructor who has completed training at Korean language education institution( ), Holder of teacher's license in Korean language( ) / Insert number
Activity hours	
Textbook used	Describe accordingly
Further references	

4) Availability of office and office equipment (Please be specific, e.g. computer, printer, telephone, etc.)

5) Information of local institution co-worker
* Co-worker of local institution may carry out various collaborative activities with KOICA Volunteer.
- Name (Last/First) :
- Position :
- Fields of activity :
- Contact info. (Office/Mobile/email) :

6) Local information

Location information on the map				
Local population	( )		**Distance from the capital**	Km
City type	Metropolis( ), Medium-sized city( ), Town ( )		**Means of transportation to the capital**	Airplane( ), Automobile( ), Train( ), Bus( )
Living expenses/month	US$		**Travel time to the capital**	( ) hr, ( ) min
			Housing expenses/month	US$
Housing	Provided by Institution ( )		Dormitory( ), House( ), Apartment( ), Official residence( ), Others ( )	
	Not provided ( )			
Electricity	110v ( ), 220v ( ), Both ( )		**Heating/Cooling**	Heater available ( ) Air-conditioning available ( )
Safety conditions	Very safe( ), Safe( ), Dangerous( ), Very dangerous( )		**Medical facilities**	General hospital( ) Hospital( ) Health center( ) N/A( )
Vaccination requirements				
Current activities of KOICA members	00 members are currently volunteering in the corresponding area			
Other useful information	Insert additional information, e.g. supplies, materials to prepare before departure			

7) Photos of Institution (Submission of about 5 photos is suggested)

I hereby submit the official request form to World Friends KOICA Volunteer

(Name) : _____
(Position) :_____
(Institution Name) : _____
(Date) : DD/MM/YYYY
(Signature) : _____